

Staffing Guide

Position Description			Custodial Worker (Housekeeper – Guest Room)		
What Determines Staffing Standard (Circle key factors that apply)	<ul style="list-style-type: none"> • Hours of Operation <u> X </u> • Occupancy Rate <u> X </u> • Seasonal/Peak Workload <u> X </u> 	<ul style="list-style-type: none"> • Staff Supervised <u> </u> • Facility Layout <u> X </u> • Facility Size <u> X </u> 	<ul style="list-style-type: none"> • Facility Age <u> X </u> • Furnishings Condition <u> X </u> • Equipment Condition <u> X </u> 		
Workload/Staffing Comments: This position may be designated flex, part or full time appointment. They work primarily on 1st shift and may be scheduled any day of the week. May be scheduled to work holidays.					
	Small (1-75 rooms)	Medium (76-199 rooms)	Large (200-399 rooms)	Extra Large (400-799 rooms)	Super Large (799+ rooms)
Staffing Standard	* 1 (NA-2) per 15 to 17 units per shift Staffing levels may be increased with local justification based on workload	* 1 (NA-2) per 15 to 17 units per shift Staffing levels may be increased with local justification based on workload	* 1 (NA-2) per 15 to 17 units per shift Staffing levels may be increased with local justification based on workload	* 1 (NA-2) per 15 to 17 units per shift Staffing levels may be increased with local justification based on workload	* 1 (NA-2) per 15 to 17 units per shift Staffing levels may be increased with local justification based on workload
Alternate Staffing Standard (If Required)	1 (NA-2) per 15 to 17 units per shift or portion thereof for dispersed or remote facilities Staffing levels may be increased with local justification based on workload	1 (NA-2) per 15 to 17 units per shift or portion thereof for dispersed or remote facilities Staffing levels may be increased with local justification based on workload	1 (NA-2) per 15 to 17 units per shift or portion thereof for dispersed or remote facilities Staffing levels may be increased with local justification based on workload	1 (NA-2) per 15 to 17 units per shift or portion thereof for dispersed or remote facilities Staffing levels may be increased with local justification based on workload	1 (NA-2) per 15 to 17 units per shift or portion thereof for dispersed or remote facilities Staffing levels may be increased with local justification based on workload
Explanation of Alternative Staffing Standard:					
Staffing Standard Footnotes: * Staffing levels dependent upon occupancy rates, facility layout. Supervisor determines number of full-time and part-time employees scheduled to work.					
A unit is, one room, with up to 300 sq. feet, a private bath and small kitchenette. Adjustments to units cleaned. Units: .4 – extra room (2 room suite), .1 – facility poor condition (manager discretion), variable - travel for dispersed facility, .25 – laundry, .25 – family occupied, .25 – checkouts, 1 – long term checkouts, .25 – full actions, .1 – common areas, .1 – extra bed.					